

**DEPARTMENT OF THE ARMY  
MILITARY SURFACE DEPLOYMENT AND DISTRIBUTION COMMAND (SDDC)  
200 Stovall Street  
Alexandria, VA 22332-5000**

**Change 1  
SDDC Pamphlet  
No. 25-101**

**1 Mar 2004**

**Office Management  
OFFICE SYMBOLS**

**Comments and suggested improvements to this pamphlet may be submitted to SDDC, ATTN: SDG6-P on DA Form 2028 (Recommended Changes to Publications and Blank Forms). Supplements to this Pamphlet are not authorized. These changes will be effective 1 Jan 2004.**

**MILITARY SURFACE DEPLOYMENT AND DISTRIBUTION COMMAND  
200 Stovall Street, Alexandria, VA 22332-5000**

**COMMANDER**

**Command Sergeant Major  
Command Senior Career Counselor**

**DEPUTY TO THE COMMANDER**

**Congressional Liaison  
Small Business Office**

**DEPUTY COMMANDING GENERAL**

**DEPUTY COMMANDER FOR MOBILIZATION**

**CHIEF OF STAFF**

**Equal Opportunity Advisor  
Secretary to the General Staff  
Historian**

**SDCG**

**SDCG-CSM  
SDCG-CSM-R**

**SDDTC  
SDDTC-CL  
SDDTC-SB**

**SDDCG  
SDDCM**

**SDCS  
SDCS-EO  
SDCS-SGS  
SDCS-H**

**SPECIAL STAFF**

**COMMAND TRANSFORMATION INTEGRATION OFFICE**

**STAFF JUDGE ADVOCATE**

**Contract Law Branch  
PPP Branch  
Administrative Law Branch  
Operations Branch**

**SDTI  
SDJA  
SDJA-C  
SDJA-P  
SDJA-A  
SDJA-F**

**\*This Change 1 supercedes SDDC Pam 25-101, 15 December 03.**

**INSPECTOR GENERAL  
INTERNAL REVIEW  
EQUAL EMPLOYMENT OPPORTUNITY  
COMMAND AFFAIRS**

**SDIG  
SDIR  
SDEEO  
SDCA**

**STAFF**

<b>G1/G4 (DEPUTY CHIEF OF STAFF FOR PERSONNEL &amp; LOGISTICS)</b>	<b>SDG1/G4</b>
<b>Manpower &amp; Programs Division</b>	<b>SDG1-M</b>
<b>Human Resources Division</b>	<b>SDG1-H</b>
<b>Logistics Division</b>	<b>SDG4-L</b>
<b>Facilities Engineering Division</b>	<b>SDG4-F</b>

<b>G3 (OFFICE OF THE DEPUTY COMMANDING GENERAL/DIRECTOR OF OPERATIONS (FT. EUSTIS) )</b>	<b>SDG3</b>
<b>Executive Assistant</b>	<b>SDG3-EA</b>
<b>Sergeant Major</b>	<b>SDG3-SGM</b>
<b>Admin Support Cell</b>	<b>SDG3-SPT</b>
<b>Plans, Readiness &amp; Mobilization Director</b>	<b>SDG3-R</b>
<b>Plans Division</b>	<b>SDG3-RP</b>
<b>Readiness and Mobilization Division</b>	<b>SDG3-RR</b>
<b>Force Protection Division</b>	<b>SDG3-RF</b>
<b>Safety Team</b>	<b>SDG3-RF-S</b>
<b>Security Team</b>	<b>SDG3-RF-SE</b>
<b>Intelligence Team</b>	<b>SDG3-RF-I</b>
<b>Deployment Operations Director</b>	<b>SDG3-D</b>
<b>Command Operations Division</b>	<b>SDG3-DC</b>
<b>Battle Staff Branch</b>	<b>SDG3-DC-B</b>
<b>Combatant Command Branch</b>	<b>SDG3-DC-C</b>
<b>Terminal Management Division</b>	<b>SDG3-DT</b>
<b>Terminal Operation Branch</b>	<b>SDG3-DT-O</b>
<b>Global Distribution Operations Director</b>	<b>SDG3-G</b>
<b>International Surface Distribution Division</b>	<b>SDG3-GI</b>
<b>International Business Process Branch</b>	<b>SDG3-GI-BP</b>
<b>International Customer Services Branch</b>	<b>SDG3-GI-C</b>
<b>International Carrier Services Branch</b>	<b>SDG3-GI-CS</b>
<b>International Documentation Branch</b>	<b>SDG3-GI-D</b>
<b>Domestic Surface Distribution Division</b>	<b>SDG3-GD</b>
<b>Domestic Business Process Branch</b>	<b>SDG3-GD-BP</b>
<b>Domestic Customer Services Branch</b>	<b>SDG3-GD-C</b>
<b>Domestic Carrier Services Branch</b>	<b>SDG3-GD-CS</b>
<b>Domestic Asset Management Branch</b>	<b>SDG3-GD-DA</b>

<b>G5 (DISTRIBUTION ANALYSIS CENTER)</b>	<b>SDG5</b>
<b>Strategic Analysis Team</b>	<b>SDG5-S</b>
<b>Traffic Analysis Team</b>	<b>SDG5-T</b>

<b>G6 (DEPUTY CHIEF OF STAFF FOR INFORMATION MANAGEMENT)</b>	<b>SDG6</b>
Deputy for Program Management	SDG6-D
Technical Advisor	SDG6-T
Programs & Technology Division	SDG6-P
C4 & Data Management Branch	SDG6-PC
Programs Branch	SDG6-PP
Technology Branch	SDG6-PT
Network Management Division	SDG6-N
Technical Support Branch	SDG6-NT
Network Operations Branch	SDG6-NO
Automated Transportation Systems Division	SDG6-A
Ocean Cargo System Branch	SDG6-AO
Cargo Management Branch	SDG6-AC
Surface Cargo Systems Branch	SDG6-AS
PAX & PP System Branch	SDG6-AP
Field Support Division (Ft. Eustis)	SDG6-F
Network System Support Branch	SDG6-FN
Field Support Branch	SDG6-FS
<b>G8 (DEPUTY CHIEF OF STAFF FOR RESOURCE MANAGEMENT)</b>	<b>SDG8</b>
Activity Based Costing Team	SDG8-ABC
598 <sup>th</sup> Group Support Team	SDG8-ES
599 <sup>th</sup> Group Support Team	SDG8-PC
Program & Budget Division	SDG8-B
Budget Development Branch	SDG8-BD
Budget Execution Branch	SDG8-BE
Managerial Accounting & Program Management Division	SDG8-A
Stevedoring Branch	SDG8-AS
Intermodal Branch	SDG8-AI
Managerial Accounting Branch	SDG8-AF
<b>OFFICE OF THE PRINCIPAL ASSISTANT RESPONSIBLE FOR CONTRACTING (PARC)</b>	<b>SDAQ</b>
Director, SDDC Contracting Center	SDAQ-C
Business Support Division	SDAQ-B
Personal Property/Passenger Services Division	SDAQ-P
Domestic Transportation Services Division	SDAQ-D
Global Intermodal Distribution Division	SDAQ-G
Transportation IM/ Terminal Services Division	SDAQ-T
Contract Support Office - Ft Monmouth	SDAQ-T-NJ
Contract Support Office - Sunny Point	SDAQ-T-NC
Contract Support Office - Charleston	SDAQ-T-SC
Contract Support Office - Beaumont	SDAQ-T-TX
Contract Support Office - Concord	SDAQ-T-CA
Contract Support Office - Seattle	SDAQ-T-WA
Contract Support Office - Jacksonville	SDAQ-T-FL

<b>DEPUTY CHIEF OF STAFF FOR PASSENGER/PERSONAL PROPERTY</b>	<b>SDPP</b>
<b>Personal Property Division</b>	<b>SDPP-P</b>
<b>Program Development Branch</b>	<b>SDPP-PD</b>
<b>Operations &amp; Analysis Branch</b>	<b>SDPP-PO</b>
<b>Acquisition &amp; Services Branch</b>	<b>SDPP-PA</b>
<b>Northeast RSMO - Ft Monmouth, NJ</b>	<b>SDPP-PA-N</b>
<b>Southeast RSMO - Forest Park, GA</b>	<b>SDPP-PA-S</b>
<b>Central RSMO -Topeka, KS</b>	<b>SDPP-PA-C</b>
<b>Western RSMO - Concord, CA</b>	<b>SDPP-PA-W</b>
<b>Passenger Info &amp; Business Integration Division</b>	<b>SDPP-I</b>
<b>Passenger Programs Branch</b>	<b>SDPP-IP</b>
<b>Customer Info Support Branch</b>	<b>SDPP-IC</b>
<b>Integration Services Branch</b>	<b>SDPP-II</b>

**SDDC SUBORDINATE COMMANDS**

**TRANSPORTATION ENGINEERING AGENCY**  
Newport News, VA 23606-4537

<b>DIRECTOR</b>	<b>SDTE</b>
<b>Executive Assistant</b>	<b>SDTE-EA</b>
<b>System Integration Division</b>	<b>SDTE-SI</b>
<b>Office of Special Assistant for Transportation Engineering</b>	<b>SDTE-SA</b>
<b>Deployability Division</b>	<b>SDTE-DP</b>

**597<sup>th</sup> TRANSPORTATION GROUP (TML)**  
**SOUTHPORT, NC 28461-5000**

<b>COMMAND GROUP</b>	
<b>Commander</b>	<b>SDSO</b>
<b>Deputy Commander</b>	<b>SDSO-DC</b>
<b>Command Sergeant Major</b>	<b>SDSO-SGM</b>

<b>SPECIAL STAFF</b>	
<b>Safety Manager</b>	<b>SDSO-SM</b>
<b>Safety Occupational Health</b>	<b>SDSO-SO</b>

<b>S1 (ADMINISTRATIVE SUPPORT)</b>	<b>SDSO-S1</b>
------------------------------------	----------------

<b>S3 (DIRECTORATE OF OPERATIONS)</b>	<b>SDSO-S3</b>
<b>Plans &amp; Training Division</b>	<b>SDSO-S3-P</b>
<b>MOTSU Operations Division</b>	<b>SDSO-S3-M</b>
<b>Traffic Management Branch</b>	<b>SDSO-S3-MT</b>
<b>Cargo Operations Branch</b>	<b>SDSO-S3-MC</b>
<b>Rail Operations Branch</b>	<b>SDSO-S3-MR</b>
<b>AMMO Surveillance Branch</b>	<b>SDSO-S3-MA</b>

**S4 (DIRECTORATE OF SUPPORT)**

Safety Manager  
 Resource Management Division  
 Force Protection Division  
     Security Branch  
 Logistics Division  
     Supply Branch  
 Public Works Division  
     Fire & Emergency Services Branch  
     Land Management, Mow Branch

SDSO-S4  
 SDSO-S4-SM  
 SDSO-S4-RM  
 SDSO-S4-FP  
 SDSO-S4-FPS  
 SDSO-S4-LO  
 SDSO-S4-LOS  
 SDSO-S4-PW  
 SDSO-S4-PWF  
 SDSO-S4-PWL

**S6 (INFORMATION MANAGEMENT)**

SDSO-S6

**597<sup>th</sup> TRANSPORTATION GROUP (TML)  
 SUBORDINATE ELEMENTS**

**832d Transportation Bn, Guaynabo, Puerto Rico /Jacksonville, Florida**

Commander  
 Terminal Operations Section  
 Traffic/Cargo Management Section

SDSO-GC  
 SDSO-G-TO  
 SDSO-G-TCM

**954<sup>th</sup> Transportation Co, Cape Canaveral, FL**

Commander  
 Terminal Operations Section  
 Traffic Management Section

SDSO-GC-C  
 SDSO-GC-TO  
 SDSO-GC-TM

**833d Transportation Bn, Seattle, WA**

Commander  
 Terminal Operations Section  
 Traffic/Cargo Management Section

SDSO-SC  
 SDSO-S-TO  
 SDSO-S-TCM

**834<sup>th</sup> Transportation Bn, Concord, CA**

Commander  
 Terminal Operations Section  
 Traffic/Cargo Management Section  
 MOTCO Installation

SDSO-CC  
 SDSO-C-TO  
 SDSO-C-TCM  
 SDSO-C-MI

**841<sup>st</sup> Transportation Bn, Charleston, SC**

Commander  
 Terminal Operations Section  
 Traffic/Cargo Management Section

SDSO-NC  
 SDSO-N-TO  
 SDSO-N-TCM

**956<sup>th</sup> Transportation Co, Ft. Monmouth, NJ**

Commander  
 Terminal Operations Section  
 Traffic/Cargo Management Section

SDSO-NM-C  
 SDSO-NM-TO  
 SDSO-NM-TCM

**842d Transportation Bn, Beaumont, TX**

**Commander  
Terminal Operations Section  
Traffic Management Section**

**SDSO-BC  
SDSO-B-TO  
SDSO-B-TM**

**598<sup>th</sup> TRANSPORTATION GROUP (TML)  
Unit 6713, Box 173, APO AE 09709-5000**

**COMMAND GROUP**

**Commander  
Deputy Commander  
Chief of Staff  
Group Sergeant Major**

**SDES  
SDES-DC  
SDES-CS  
SDES-SGM**

**SPECIAL STAFF**

**Attorney Advisor  
Command Affairs  
Equal Opportunity Officer**

**SDES-SJA  
SDES-CA  
SDES-EO**

**S1 (ASSISTANT CHIEF OF STAFF FOR PERSONNEL)**

**Personnel & Administration Services  
Personnel Staff NCO  
Human Resource (U.S. Personnel)  
Human Resource (Dutch MOD)  
Passenger Travel**

**SDES-S1  
SDES-S1-PA  
SDES-S1-TS  
SDES-S1-HRUS  
SDES-S1-HRNL  
SDES-S1-PT**

**S2 (ASSISTANT CHIEF OF STAFF FOR SECURITY)**

**Personnel, Information, Intelligence & Security Clearances  
Antiterrorism, Force Protection & Physical Security  
Assessments, Operations, Plans, Training & Operations Security**

**SDES-S2  
SDES-S2-PSC  
SDES-S2-AT  
SDES-S2-OPT**

**S3 (ASSISTANT CHIEF OF STAFF FOR OPERATIONS)**

**Deputy for Operations  
USC Management Office - Europe  
OCCA - Rotterdam  
OCCA - SWA  
USC QA Office - Rotterdam  
Terminal Management Office  
Contract Support Office - Germany  
Command Operations Center  
Plans & Readiness Office**

**SDES-S3  
SDES-S3-DC  
SDES-S3-UE  
SDES-S3-UEE  
SDES-S3-UES  
SDES-S3-UEQ  
SDES-S3-TM  
SDES-S3-CG  
SDES-S3-COC  
SDES-S3-PR**

**S4 (ASSISTANT CHIEF OF STAFF FOR LOGISTICS)**

**Supply Office  
Trans/Mobil Equipment Mechanics  
Facilities Management**

**SDES-S4  
SDES-S4-SU  
SDES-S4-TM  
SDES-S4-FM**

<b>Inventory Management</b>	<b>SDES-S4-IM</b>
<b>Contract Administrator</b>	<b>SDES-S4-CA</b>
<b>Management Support</b>	<b>SDES-S4-MS</b>

<b>S6 (ASSISTANT CHIEF OF STAFF FOR INFORMATION MANAGEMENT)</b>	<b>SDES-S6</b>
<b>Information Assurance/COMSEC</b>	<b>SDES-S6-IA</b>
<b>Programs &amp; Systems</b>	<b>SDES-S6-P</b>
<b>Records Management</b>	<b>SDES-S6-PR</b>
<b>Network</b>	<b>SDES-S6-N</b>
<b>Communications</b>	<b>SDES-S6-NC</b>

**598<sup>TH</sup> TRANSPORTATION GROUP (TML)  
SUBORDINATE ELEMENTS**

<b>831<sup>st</sup> Transportation Bn, Manama, Bahrain</b>	
<b>Commander</b>	<b>SDES-BRC</b>
<b>Executive Officer</b>	<b>SDES-BR-XO</b>
<b>Senior Transportation NCO</b>	<b>SDES-BR-TS</b>
<b>Administrative Support</b>	<b>SDES-BR-AS</b>
<b>Terminal Operations Section</b>	<b>SDES-BR-TO</b>
<b>Cargo Control Section</b>	<b>SDES-BR-CC</b>
<b>Field Office Detachment – Kuwait</b>	<b>SDES-BR-KU</b>
<b>Field Office Detachment – Saudi Arabia</b>	<b>SDES-BR-SA</b>
<b>Field Office Detachment – Qatar</b>	<b>SDES-BR-QA</b>

<b>838<sup>th</sup> Transportation Bn, Capelle aan den IJssel, Netherlands</b>	
<b>Commander</b>	<b>SDES-BX-C</b>
<b>Executive Officer</b>	<b>SDES-BX-XO</b>
<b>Transportation Terminal Sergeant</b>	<b>SDES-BX-TS</b>
<b>Terminal Operations Section</b>	<b>SDES-BX-TO</b>
<b>Cargo Control Section</b>	<b>SDES-BX-CC</b>
<b>Rhine River Detachment</b>	<b>SDES-BX-RR</b>

<b>950<sup>th</sup> Transportation Company, Bremerhaven, Germany</b>	
<b>Commander</b>	<b>SDES-BXG-C</b>
<b>Executive Officer</b>	<b>SDES-BXG-XO</b>
<b>Administrative Support</b>	<b>SDES-BXG-AS</b>
<b>Terminal Operations Section</b>	<b>SDES-BXG-TO</b>
<b>Cargo Control Section</b>	<b>SDES-BXG-CC</b>

<b>951<sup>st</sup> Transportation Company, Ipswich, United Kingdom</b>	
<b>Commander</b>	<b>SDES-BXK-C</b>
<b>Transportation Sergeant</b>	<b>SDES-BXK-TS</b>
<b>Administrative Support</b>	<b>SDES-BXK-AS</b>
<b>Terminal Operations Section</b>	<b>SDES-BXK-TO</b>
<b>Cargo Management Section</b>	<b>SDES-BXK-CM</b>

**839<sup>th</sup> Transportation Bn, Livorno, Italy**  
**Commander**  
**Executive Officer**  
**Transportation Terminal Sergeant**  
**Terminal Operations Section**  
**Cargo Control Section**  
**Field Office Detachment - Azores**  
**Field Office Detachment - Greece**

**SDES-IT-C**  
**SDES-IT-XO**  
**SDES-IT-TS**  
**SDES-IT-TO**  
**SDES-IT-CC**  
**SDES-IT-AZ**  
**SDES-IT-GR**

**840<sup>th</sup> Transportation Bn, Izmir, Turkey**  
**Commander**  
**Executive Officer**  
**Senior Transportation NCO**  
**Terminal Operations Section**  
**Cargo Control Section**

**SDES-TU-C**  
**SDES-TU-XO**  
**SDES-TU-TS**  
**SDES-TU-TO**  
**SDES-TU-CC**

**Detached Division/Branches**  
**Contract Support Office Bremerhaven, Germany**

**SDES-BRC-G**

**599<sup>th</sup> TRANSPORTATION GROUP (TML)**  
**Schofield Barracks, HI 96857-5008**

**COMMAND GROUP**  
**Commander**  
**Deputy Commander**  
**Sergeant Major**

**SDPC-C**  
**SDPC-DC**  
**SDPC-SGM**

**SPECIAL STAFF**  
**Command Affairs**

**SDPC-CA**

**S4 (ASSISTANT CHIEF OF STAFF FOR SUPPORT)**  
**Personnel & Administration Services**  
**Logistics Team**

**SDPC-S4**  
**SDPC-S4-PE**  
**SDPC-S4-LO**

**S3 (ASSISTANT CHIEF OF STAFF FOR OPERATIONS)**  
**Terminal Management Division**  
**USC Management Office - Pacific**  
**OCCA - Pacific**  
**OCBO - Pearl Harbor**  
**SDDC Field Office Guam**  
**USC Quality Assurance Office - Yokohama**  
**Command Operations Center (COC)**  
**Plans & Readiness**  
**599<sup>th</sup> Forward Planner (Korea)**

**SDPC-S3**  
**SDPC-S3-TM**  
**SDPC-S3-OP**  
**SDPC-S3-OPO**  
**SDPC-S3-OPC**  
**SDPC-S3-OPG**  
**SDPC-S3-OPY**  
**SDPC-S3-OC**  
**SDPC-S3-PR**  
**SDPC-S3-KR**



<b>S6 (ASSISTANT CHIEF OF STAFF FOR INFORMATION MANAGEMENT) SDPC-S6</b>	
<b>Program &amp; System Team</b>	<b>SDPC-S6-PS</b>
<b>Network &amp; Comm Team</b>	<b>SDPC-S6-NC</b>

**599<sup>TH</sup> TRANSPORTATION GROUP (TML)  
SUBORDINATE ELEMENTS**

<b>835<sup>th</sup> Transportation Bn, Okinawa, Japan</b>	
<b>Commander</b>	<b>SDPC-OK-C</b>
<b>Executive Officer</b>	<b>SDPC-OK-XO</b>
<b>Senior Transportation NCO</b>	<b>SDPC-OK-TS</b>
<b>Terminal Operation Section</b>	<b>SDPC-OK-TO</b>
<b>Traffic/Cargo Management Section</b>	<b>SDPC-OK-TM</b>
<b>Installation Management Section</b>	<b>SDPC-OK-IN</b>
<b>836<sup>th</sup> Transportation Bn, Yokohama, Japan</b>	
<b>Commander</b>	<b>SDPC-YO-C</b>
<b>Executive Officer</b>	<b>SDPC-YO-XO</b>
<b>Senior Transportation NCO</b>	<b>SDPC-YO-TS</b>
<b>Terminal Operations Section</b>	<b>SDPC-YO-TO</b>
<b>Traffic/Cargo Management Section</b>	<b>SDPC-YO-TM</b>
<b>837<sup>th</sup> Transportation Bn, Pusan, Korea</b>	
<b>Commander</b>	<b>SDPC-PU-C</b>
<b>Executive Officer</b>	<b>SDPC-PU-XO</b>
<b>Senior Transportation NCO</b>	<b>SDPC-PU-TS</b>
<b>Terminal Operations Section</b>	<b>SDPC-PU-TO</b>
<b>Traffic/Cargo Management Section</b>	<b>SDPC-PU-TM</b>
<b>Container Freight Station</b>	<b>SDPC-PU-CF</b>
<b>Installation Management Section</b>	<b>SDPC-PU-IN</b>

**FOR THE COMMANDER:**

**OFFICIAL**



**GEORGE MONTGOMERY**  
**COL, GS**  
**Chief of Staff**

**MARY TOWNES**  
**Secretary to the General Staff**